

COMMISSIONER OF SERVICES FOR AGING, VETERANS AND YOUTH

DISTINGUISHING FEATURES OF THE CLASS:

This is an advanced administrative and management position reporting directly to the County Executive, and advising the County Executive on all matters related to health and human services within the County. This position will also provide administrative responsibility for the Department of Services for Aging, Veterans & Youth by directing services and activities offered by Aging Services, Veterans Services and Youth Services Divisions. This Department attempts to improve the status and conditions of the elderly, veterans and youth through planning, coordination and monitoring of various services and programs and in certain cases the provision of necessary direct assistance. The Commissioner has direct supervision exercised over the Aging Services, Veterans Services and Youth Services Divisions' subordinate administrative and clerical staff.

The position leads the Health and Human Services Cabinet, responsible for providing direction and oversight to the health and human service departments and agencies within the County government, through the Health and Human Services (HHS) Cabinet committee, an executive management team comprised of the department heads of these departments and division directors, with a focus on addressing matters, issues and problems on an inter- and intra-departmental basis. The health and human service departments and agencies will include, but not necessarily be limited to, the Departments of Social Services, Health, Mental Hygiene, Probation and Community Corrections, and the Department of Services for Aging, Veterans & Youth. Contacts will include the department heads, their deputies or designees, and the administrative and programmatic staff of the designated departments, officials of the Federal and State agencies responsible for oversight of the County departments and offices, legislative representatives at the Federal, State and local levels, officials of local or regional municipal, public, private and not for profit agencies, boards, committees and councils providing health and human services within the County, and other administrative staff within the County or under the direction of the Office of the County Executive. The work is performed with wide latitude allowed for the exercise of independent judgment in applying professional knowledge and expertise to specialized problems and issues, within the scope of the powers and duties of the position as defined by the County Executive, and the departments responsible for implementing the policies and decisions made.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbent in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides information, advice and counsel to the County Executive on all matters related to the health and human service needs of the general and special communities within the County; providing recommendations on policies and alternative methods to provide services and meet the needs of these communities;

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TYPICAL WORK ACTIVITIES: (Cont'd)

2. Coordinates the work of the HHS Cabinet committee comprised of the department heads of the health and human service departments and divisions fostering an organizational climate conducive to cross system planning, information sharing on best practices, compromise and the expeditious and productive resolution of any operational, organizational, and programmatic problems, conflicts or differences of opinion and points of view that may arise; ensuring all services are provided in a coordinated, integrated and efficient manner, eliminating any unnecessary duplication of services provided;
3. Represents the County Executive at meetings, conferences and in public or private forums, and with the media, on matters related to health and human services, and as otherwise directed by the County Executive;
4. Coordinates and conducts research and studies on health and human service issues and needs within the County, evaluating the feasibility of alternatives and recommendations to address these issues and needs with the HHS Cabinet committee, and presents policy and programmatic alternatives and recommendations to the County Executive including specifically for the elderly, veterans and youth populations;
5. Implements County Executive's policy decisions and directives directing department heads as necessary, and interpreting or clarifying ideas, policies or directives of the County Executive as appropriate;
6. Designs and implements management reporting systems and maintains records in all designated areas of responsibility;
7. Oversees the budget preparation for the Department of Services for Aging, Veterans and Youth, approves personnel applicants to be hired in the divisions, ensures that all required divisions' reports and plans are submitted, and ensures that the Advisory Boards/committees fulfill their statutory responsibilities;
8. Reviews and comments on applications filed by other community agencies for federal and state grants or applications for aid for programs relating to the elderly, veterans or youth services. Provides direction to subordinate staff to meet divisions' annual goals and objectives to fulfill the County's mission;
9. Carries out assignments as designated by the County Executive.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of County and local governmental structures and current public issues affecting the County;

Knowledge of developmental needs and interests of the elderly, veterans and youth, and of the community agencies, facilities and services which can be utilized to meet their needs;

Knowledge of Federal, State and local health and human service laws, rules, regulations and programs, to ensure compliance with mandated programs and directives, and to evaluate alternatives for providing programs and services;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Knowledge of sociological principles and community needs, issues and trends in the areas of health and human services for a diverse population, ranging from rural to densely populated suburban/urban communities, and which are economically represented across a broad spectrum;

Knowledge of public administration and organizational theories, policies, principles and best practices, including administrative and program budgeting and management;

Knowledge of the principles and practices of public and community relations, to act as a representative of the County Executive;

Ability to analyze facts and statistics, evaluate policies and programs, and make difficult and complex recommendations to the County Executive on policies and programs;

Ability to delegate work to, and direct and supervise the work of, professional, administrative and clerical staff;

Ability to meet and deal effectively with a broad range of officials, employees and the general public;

Ability to communicate effectively, both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Recommended Only)

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus experience in a managerial or administrative capacity in a governmental agency or a business;
- OR: (B) A satisfactory equivalent combination of training and experience.

ADOPTED: 01/01/11